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6 November 1981

MEMORANDUM FOR: [ ] O/A&amp;E

FROM: [ ]

Chief, Administrative Staff, ICS

SUBJECT: Conference [ ], 4-5 January 1982

1. This memorandum confirms conversations between [ ] and our staff.

2. We have reserved the [ ] for your 4-5 January conference. Please furnish this office with the following information not later than 7 December:

- a. Full names and social security numbers of all attendees (GS grades would be helpful if preferential housing accommodations are desired).
- b. Arrival and departure times (please indicate whether individuals will be taking meals upon arrival and prior to departure).
- c. Special requirements such as visual aids, vugraphs, projectors, typewriters, and special storage, if necessary.
- d. Conference room setup preferred (auditorium style, table and 8 chairs, etc.).
- e. Special services desired (morning and afternoon coffee breaks--recommended at 0930 and 1430; cash bar set up for cocktail hour--recommended from 1630 until 1800).
- f. Mode of transportation of attendees (POV or bus).
- g. Point of contact who will be responsible for administrative matters during the conference.

3. If you have Community participants attending your conference, please reserve 15-20 minutes at the start of your first day for a special briefing by the [ ] Security Officer.

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4. Meals are taken in the Mess Hall, Building A-1, in accordance with the following schedule:

Breakfast	0700-0815
Lunch	1200-1300
Dinner	1730-1815

5. Driving time from the Headquarters Building to [ ] is approximately [ ]-directions are attached. Parking facilities will be reserved for conferees, and you will be directed to parking and quarters by the Guard.

6. Admission to the base will be accomplished by giving your name to the Guard, who will check against the list of those attending the meeting. Should the [ ] Guard request that you display your Headquarters Badge, you should comply. The Headquarters Badge will not be worn or displayed [ ] unless it is requested for identification purposes.

7. Quarters assignments will be obtained from the Guard. Bed linens, towels, and soap are furnished.

9. Security considerations suggest the necessity for a cover story for your whereabouts during the period of the conference and should be consistent with the emergency communications system outlined below. It is suggested that your cover story would be attendance at a Government inter-Agency conference being held at a classified military location. Do not identify [ ] by name or location.

10. Security procedures preclude receiving telephone calls directly from your immediate family or other dependents during the conference. However, arrangements have been made so that in the event of an emergency you may be rapidly contacted through the Night Security Officer, [ ]. The Night Security Officer will relay emergency calls and messages to conferees through the [ ] Security Officer. In the event of an emergency, have your dependents call the Night Security Duty Officer at [ ] identify themselves, and request that he deliver the message to you.

11. Lounge areas are equipped with TV and card tables. Volleyball, horseshoes, pool, ping pong, and tennis courts (24 hour) are available. A gymnasium is also available and equipped

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for basketball, volleyball, badminton, shuffleboard, tether ball, exercise rings, golf net, etc. If you desire to use this facility, please take your tennis shoes. If a Conference is being held in the Gym, it will not be available for recreation.

12. Please ensure that conferees are given this administrative information prior to going

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13. The Admin Staff will be coordinating the details of your conference arrangements. We hope your conference will be a success, and we will do our part to assist you in any way we can.

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Chief, Administrative Staff, ICS

Attachment  
As Stated

Distribution:

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